

# INDEX

|   |        |
|---|--------|
| Average lead time                           | 15     |
| Average Monthly Consumption (AMC)           | 13     |
| formula                                     | 13     |
| worksheet                                   | 14     |
| Bin card                                    | 4      |
| Carton sizes (volumes)                      | 34     |
| Complaints about contraceptives             | 27     |
| Contraceptive method                        | 2      |
| Contraceptive product                       | 2      |
| Contraceptive quality                       |        |
| how to check                                | 23     |
| managing complaints                         | 27     |
| problems with                               | 26     |
| when to check                               | 23     |
| Contraceptive quality problems report       | 26     |
| Contraceptive supplies, receipt of          | 21     |
| Contraceptive supply manual                 | 53     |
| Couple-Years of Protection (CYPs)           | 39     |
| how to calculate                            | 40     |
| Daily activity register                     | 8      |
| example                                     | 9      |
| Damaged stock                               | 42     |
| Dispense                                    | 2      |
| Expiration date                             | 21     |
| Expired stock                               | 29, 43 |
| First-to-Expire, First-Out (FEFO)           | 21     |
| Inventory control card                      | 4      |
| Inventory form                              | 32     |
| Inventory management, supervisory questions | 46     |
| Inventory, physical                         | 28     |
| Issue                                       | 2      |
| Issue voucher                               | 10     |
| example                                     | 12     |
| Lead time                                   | 2, 4   |
| Logistics data                              |        |
| essential                                   | 3      |
| using                                       | 36     |
| Logistics problems, common                  | 42     |
| Losses and adjustments                      | 3, 7   |
| Lot number                                  | 24     |
| Maximum and minimum levels                  | 13, 15 |
| formula                                     | 15, 16 |
| Maximum and minimum quantities              | 13     |
| calculating                                 | 16     |
| Maximum/Minimum Inventory Control           |        |
| System (Max/Min)                            | 13     |
| Method                                      | 2      |

|   |       |
|---|-------|
| Order interval                            | 2     |
| Ordering supplies                         | 19    |
| formula                                   | 19    |
| Outlet                                    | 2     |
| Oversupply                                | 42    |
| Physical inventory                        | 28    |
| example of form                           | 32    |
| Problems and possible solutions           | 42    |
| Product                                   | 2     |
| Quality of contraceptives                 | 23    |
| Rate of consumption                       | 3     |
| Receiving contraceptive supplies          | 21    |
| Requisition and issue voucher             | 10    |
| example                                   | 11    |
| Review period                             | 2     |
| Safety stock                              | 15    |
| Sample                                    | 23    |
| Semi-average technique                    | 37    |
| Shelf Life                                | 22    |
| Site visit                                | 46    |
| Stock Card                                | 4, 30 |
| example                                   | 5     |
| Stock on hand                             | 3     |
| Stockout                                  | 2     |
| Storage conditions, supervisory questions | 48    |
| Storage guidelines                        | 20    |
| Storage space requirements                |       |
| formula                                   | 33    |
| worksheet                                 | 35    |
| Supervision, principles of                | 45    |
| Supplies, ordering                        | 19    |
| Supply manual                             | 53    |
| Supply status, assessing                  | 18    |
| Trends in contraceptive use               | 36    |
| Undersupply                               | 42    |
| Warning signs for contraceptive quality   | 24    |

The *Pocket Guide to Managing Contraceptive Supplies* is for one of the most important people in any clinic or outlet that provides family planning services—the person who is in charge of managing the supply of contraceptives.

This brief guide to contraceptive supply management provides easy-to-use information on

- ◆ How to keep the right amount of supplies in stock
- ◆ How to store contraceptives properly
- ◆ How to order the correct amount of supplies
- ◆ How to make sure the contraceptives are of good quality

The Pocket Guide also contains these helpful practical tools:

- ◆ worksheets for calculation
- ◆ sample supply management forms
- ◆ step-by-step instructions